

Nomination Submittal Dates and Submittal Policy

Department of Archaeology and Historic Preservation

Consultants, Nomination Authors, Sponsors and CLG Coordinators, please make note of the following procedural policies, meeting dates, and deadlines for submitting National Register and Washington Heritage Register nominations to the Department of Archaeology and Historic Preservation (DAHP).

NOMINATION DRAFTS: Nomination authors are required to submit nominations in draft forms before the final submittal deadline. This will enable DAHP staff to provide a constructive review and offer suggestions for any needed revision. If the nomination is within a Certified Local Government (CLG), the final nomination will be forwarded to the CLG by DAHP staff.

Important: *A nomination submitted for the first time by the submittal deadline will not be guaranteed placement on the upcoming agenda of the Washington State Advisory Council on Historic Preservation (ACHP). The State Historic Preservation Officer reserves the right to schedule only those nominations considered complete and proficient for consideration by the ACHP.*

SUBMITTAL DEADLINES: Completed nominations, including *all* required elements (See list below), must be received by the following dates. **No exceptions will be made, and faxes will not be accepted.**

| FIRST SUBMITTAL DATE <small>To reserve a place on the agenda if the nomination qualifies</small> | FINAL SUBMITTAL DATE | ACHP MEETING DATE |
|---|----------------------|---|
| July 8, 2010 | August 18, 2010 | October 14, 2010 , Spokane |
| November 12, 2010 | December 16, 2010 | March 15-16, 2011 , Olympia |
| March 18, 2011 | April 14, 2011 | June 22-23, 2011 , Kenmore/Bothell |
| July 8, 2011 | August 12, 2011 | November 2-4, 2011 , Cheney |
| November 10, 2011 | December 15, 2011 | February 22-23, 2012 , Olympia |

CLG REVIEW

The National Historic Preservation Act requires that nominations for properties located within Certified Local Governments (CLGs) be reviewed by the local historic preservation commission prior to consideration by the ACHP. DAHP will forward National Register nominations to the appropriate CLG for review at least 60-days prior to the next scheduled ACHP meeting. It is the responsibility of the CLG to review the nomination at a public meeting of the historic preservation commission and then forward their recommendations to DAHP on the "Certified Local Government National Register Nomination Evaluation Report Form". The 60-day review period may be expedited with concurrence of both the SHPO and the CLG. Expedition of the process does not preclude the local historic commission's review of the nomination, rather it simply shortens the 60-day review period.

The state shall proceed with the nomination process, subsequent to CLG review, under the following conditions: 1) if both the commission and chief local elected official recommend that a property be

nominated to the National Register, 2) if the commission and the chief local elected official fail to agree on a recommendation, or 3) if the SHPO does not receive a report and recommendation before the end of the 60-day review period.

In the event that both the local historic preservation commission and the chief local elected official recommend that a property not be nominated to the National Register, the SHPO shall take no further action on the nomination unless the application for nomination is appealed.

Requirements for NR Submission

Only one single-sided copy is required for submission to the DAHP. This includes the NR form and its accompanying documentation, including Assessor's or plat map showing property boundaries, sketch floor and site plans, and other exhibits. These documents should not be stapled, punched, or bound in any manner, and should be arranged in the following order:

1. registration form,
2. Assessor's or plat map (or 8 ½ 11 inch),
3. USGS Quad (8 ½ 11 inch excerpt from the map),
4. site plan with north arrow,
5. sketch floor plans or architectural drawings (8 ½ x 11 format),
6. any additional exhibits in 8 ½ x 11 format,
7. properly labeled chemically processed photographs (2 sets of 5x7), or printed digital images with accompanied digital files meeting NPS standards,
8. color digital images of the property, min.150 dpi (eight to twelve representative property views),
9. a full size US Geological Survey Topographic Map,
10. and a copy of the nomination (in editable format) saved to a CD rom or e-mailed.

Note that the submittal requirements for districts, and Multiple Properties Documents are slightly different than the above list. Please check with DAHP staff before submitting nominations.

Requirements for WHR Submission

Only one single-sided copy is required for submission to the DAHP. The following documents should not be stapled, punched, or bound in any manner:

1. registration form,
2. Assessor's or plat map (or 8 ½ 11 inch),
3. USGS Quad (8 ½ 11 inch),
4. site plan with north arrow,
5. sketch floor plans or architectural drawings (8 ½ x 11 format),
6. any additional exhibits in 8 ½ x 11 format,
7. properly labeled chemically processed photographs (1 sets of 5x7), or printed digital images with accompanied digital files meeting NPS standards
8. color digital images of the property, min.150 dpi (eight to twelve representative property views),
9. and a copy of the nomination (in editable format) saved to a CD rom or e-mailed.